STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
December 18, 2002

ATTENDEES:

Jill Hansen	Cathy Reinkemeyer	Cindy Renick
Brenda Berhorst	Jeff Falter	Jane Thompson
Gerry Wethington	Jim Weber	Scott Peters
Rex Peterson	Gary Lyndaker	Jeff Falter
Jearl Reagan	Suzie Rackers	Douglas Less
Todd Craig	Gina Hodge	Kevin Engelbrecht
Jim Myers	Gail Wekenborg	Tom Stokes
Pat Brooks	Kay Dinolfo	Paul Wright
Rich Beckwith	Jan Grecian	Tony Wening
Jim Pool	Barb Kiso	Ron Thomas
Dave Schulte	Steve Adams	Brenda Wilde
Tom Robbins	Gary Eggen	

ACTION ITEMS

Approval of the November 20, 2002, Information Technology Advisory Board Meeting Minutes

Motion to approve was made by Jim Weber and seconded by Jearl Reagan.

GENERAL BUSINESS

1.   CIO Update (Gerry Wethington)

Anti Virus Software – As the present time Norton and MacAfee are the two products that we are using.

IT Accessibility Standards – All departments have had time to review the IT Accessibility Standards and hopefully at this meeting, ITAB members will be asked to adopt these standards. The Accessibility Council passed the standards on December 5 and ITAB is last to look at the standards. The legal council had a couple of suggestions that have been incorporated into the last draft and ITAB members were sent a copy of the final draft.

Software Piracy – Software Piracy will be posted (proposals and policy templates) on the members only site for ITAB. Gerry ask that members look at this site and send him or Tom Stokes any comments they may have within two weeks or by January 6th. ITAB will be asked to pass these proposals with a recommendation that the OIT issue a policy statement. The executive order that call for the establishment of these policies requires that ITAB and the OIT's office take action within six months of the issuance of the executive order, the executive order was issued on the 21st of August.

Homeland Security – The cyber security group continues to meet. They are putting together a package that will presented to Tim Daniels on January 13. This package does include a recommendation that there be a security office established, within the Office of Information Technology and that it would have a Chief Security Officer that would have a Security Auditor and a Security Analyst. Tim Daniels is supportive of this and wants the package as soon as the OIT's Office's can get it to him so he can discuss with the Governor. The Deputy Council of the Missouri Security Council has a meeting scheduled on January 24th and at that time; they will look at everything that has been submitted.

Business Continuity – Gerry will be naming persons to this committee to begin work. There is some shared responsibility between the OIT Office and the Office of Administration. Everything with technology implications the OIT Office will handle and everything with business policy or business operation will be handled by the Commissioner's Office. Jackie White and Gerry will spend time discussing and working on this.

Budget Issues – We continue to struggle with E&E costs because we don't have consistent object codes and cost centers for information technology but we are trying to resolve this situation. All departments treat E&E costs differently in terms of travel, education, square footage, etc. Gerry has talked to Marty Drewel about the standardization of object codes and cost centers and Marty is very supportive. Gerry encouraged members to include foot notes with their budget items.

Information Technology – Information Technology, as a total service, how do we look at (as an example) the entire data center operation. There are vendors suggesting to legislators, Governor's Office, Chief of Staff, etc., proposals that if we outsource the data center, they could save us large amounts of money or if we would outsource all the server farms within the state, they will save us money, if we would consolidate all infrastructure into one location they will us money, so on and so on.

Standardized E-mail – The survey is complete and Gerry thanked everyone for responding with their department's information. There are a number of email systems within the state, Imail, Group Wise, Send Mail, Office Vision, Lotus Notes, Microsoft Exchange Outlook, etc. Gerry has named a person to head each group and ask that they get their group together to discuss the pros and cons of email consolidation. Gerry also asked that each group pick someone to represent them on the statewide committee as we begin to look at this. Jan Grecian will contact the group leaders with the dates of upcoming meetings and instructions.

Gerry will be contacting other states as to the business case they used in the development and the resulting benefits that they have seen. States to be contacted are Kentucky, Michigan, Washington, Pennsylvania, and Virginia.

Gerry feels we will end up with two email systems (Lotus Notes and Microsoft Exchange).

Digital Certificates – In December 2001, VeriSign was declared as a standard in the digital certificate environment. We have a statewide contract that is not a mandatory use contract and it has a letter on file with Purchasing that says that is our standard. Health and Senior Services, Economic Development, Public Service Commission have all had problems with VeriSign. The Secretary of State's Office is asking for a contract amendment to try and get additional services. We have asked VeriSign to come in to discuss what their product offerings are and what services they have. Gerry will try to get a meeting scheduled to discuss this product or a similar product.

Acquisition Of Products – The state needs to be careful of acquisition of products and the resulting contracts. The state has the capability of doing single feasible source, however we should not make a practice of this and possibly create a pattern.

CRM – Gerry is working on moving forward with respect to E-government. There is an interest in Revenue and MODOT, Agriculture, etc., and Gerry has asked this agencies to meet and discuss CRM and call centers. These agencies will be putting together specifications and business requirements and will share a future ITAB meeting.

2.   Miscellaneous Items (Jill Hansen)

Nothing to report on.

3.   Mentoring (Tim Dwyer/Jan Grecian) - Jan Grecian indicated that last month Tim Dwyer distributed a mentor application. Tim and Jan did not receive any suggestions back from the application. Jan asked that the applications be completed and returned to her or Tim Dwyer. Jill Hansen is working with Larry Reynolds in the mentoring program.

4.   Privacy Committee (Scott Peters/Bob Meinhardt) - No report

**5.		SAM II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi) -** Mary Willingham was not present but had asked that the wish list be distributed. Jill distributed the wish list and asked for any comments. If there are no comments or suggestions, Mary would like to take this on to Jan Heckemeyer.

**6.		HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt) -** The National Governors Association is looking for a representative from the state to participate in a panel discussion. There continues to be mostly independent level participation going on with HIPAA. There is a HIPAA 101 meeting scheduled on January 3 to help increase the level of interest with HIPAA. As a result of this meeting we will get a volunteer to serve as a State Spokesperson for HIPAA.

**7.		Technology Services Update (Gail Wekenborg) -** There is SDC Steering Committee is tomorrow (December 19). Gail strongly encouraged members to attend. Two items of business at the meeting will be to vote on a vice chair for 2003 and issues with the IBI license that will be discussed.

**8.		Security Committee Update (Rex Peterson/Bob Meinhardt) -** No report.

**9.		MOTEC Update (Jim Weber/Paul Wright) -** To date**,** filled classrooms are at 45% for one room and 64% for the second room. The goal is 50% and 75% so they are a little short of their goal. They are looking at ways to improve their web site.

**10.		Personnel Committee Update (Chris Wilkerson/Jan Grecian) -** No report, a meeting was not held in December.

**11.		Statewide Purchasing Update (Gary Eggen/Karen Boeger) -** Gary distributed the project log for December. Prime Vendor bid has opened but will not be a small task to evaluate. Gary has talked to Nicole Hackman with the Treasurers Office regarding the Credit Card RFP. Treasurers Office will be working on the credit card RFP soon.

**12.		Internet/MOREnet Update (Tony Wening) -** In early January MOREnet will make a formal announcement on a service that will be offered for a fee, on remote vulnerability analysis. This is targeted at higher education institutions because they have requested more often and will look at Internet visible computers behind the firewall. This will be an annual subscription fee with a monthly review. In October, the Joint Legislative Oversight Committee visited the MOREnet facilities. This visit was to help Legislative Oversight better understand the monies MOREnet receives from various agencies and the support they give.

**13.		Project Management Committee Update (Jim Roggero/Tom Stokes) -** Jim Weber indicated that these meetings in 2003 will be every month the Friday before the ITAB meetings. At their last meeting the Carrier One Stop Project was selected as the proof of concept for MOVAP. A meeting will be scheduled shortly. This will be a joint effort between the Department of Revenue and MODOT. The January will be addressing the recertification **of** project management.

**14.		Project Oversight (Debbie Tedeschi) -** No report

**15.		Risk Management (Scott Peters/Tom Stokes) -** No report.

**16.		Total Cost of Ownership (Dennis Bax/Jan Grecian) -** No report

**17.		Performance Measures (Cliff Gronauer/Tom Stokes) -** No report

18.   Distance Learning Update (LTC Tom Smith) - No report.

19.   Architecture Review Committee Update (Jim Weber/Bob Meinhardt) - The committee will be meeting in late January. They will look at the deliverables that the security domain has put together. The Domain committee has been meeting every-other week and had helped the architecture process. There will be a 2 ½ hour Architecture 101 presentation at the January ITAB meeting.

20.   Network Management Consortium Update (Jim Roggero/Jill Hansen) - The Lindbergh South Service Center is almost at full occupancy and things are going well. They have made an attempt at the Service Center CAP but will probably have an outside person will look at this project. MODOT volunteered to participate in a subcommittee that will look at voice over IP and if you have an interest in this subcommittee talk to Kim Potzmann who will chair the committee.

OPEN DISCUSSION
- Jim Poole asked if any agency was interested in or looking at unified messaging or single sign on software. Jim indicated that Conservation is very interested in this and asked that others who may also be interested, contact him. Gerry indicated that single sign on was one of the areas for E-government and Tony Wening indicated that M.U. has used single sign on and said he would get Jim Poole a name of someone he could contact at M.U.
- Tony Wening announced that MOREnet has two T1s into the Tan Tara Resort because they support a number of DESE conferences at the Lake of the Ozarks and it was less expensive to install the T1 and leave them and turn the router on and off. SEMA use this three or four times a year but if any state agency would like to use the T1 they should contact MOREnet. There is no charge for this.
- Gerry praised Jill Hansen for her leadership, and dedication to the ITAB group as the out going Chairperson and presented her with a plaque to show ITAB's appreciation. Gerry also presented Brenda Berhorst with a plaque thanking her for her assistance with the administrative work of ITAB

REVIEW OF ACTION ITEMS

NEXT MEETING

The next ITAB Meeting is scheduled for **January 29, 2003 at the DNR Building, Katy Trail Conference Room, East Elm Street, Jefferson City**